



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #34/03
October 20, 2003

TO: Personnel Commission Members
Department Directors
Division Administrators
Personnel Liaisons
Personnel Representatives
Designees for Rules Distribution
Employee Representatives
Interested Parties

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: NOTICE OF WORKSHOP AND HEARING – Amendments to NAC 284

[Handwritten signature: Jeanne Greene]

The regulation changes included with this memorandum are being proposed for adoption at the December 19, 2003, Personnel Commission meeting. This meeting will be held at 9:00 a.m. in the Grant Sawyer Building, 555 East Washington Avenue, Rm 4412, Las Vegas, Nevada and by video conference at the Legislative Building, Room 4100, 401 South Carson Street, Carson City, Nevada.

In order to review the proposed changes in the regulations and solicit comments from interested persons, a workshop will be held at 9:00 a.m. on November 6, 2003, at the Department of Transportation, 1263 South Stewart Street, Room 302, Carson City, Nevada and by video conference at the Department of Transportation, District I Office, 123 East Washington Avenue, Training Room B, Las Vegas, Nevada. An informational note precedes the regulations which explains the nature and purpose of the proposed change to the regulations.

Enclosed is a copy of the *Notice of Workshop to Solicit Comments on Proposed Regulations*, *Notice of Hearing* and the *text of the proposed regulations*. We are asking libraries to post this information to inform the public of the workshop and hearing.

JG:cp

Enclosure



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**NOTICE OF WORKSHOP
TO SOLICIT COMMENTS ON PROPOSED PERMANENT REGULATIONS AND
NOTICE OF HEARING
FOR THE ADOPTION, AMENDMENT OR REPEAL OF
PERMANENT REGULATIONS OF THE STATE PERSONNEL DEPARTMENT**

Workshop Notice: The Department of Personnel, 209 East Musser Street, Carson City, Nevada, telephone number (775) 684-0119, is proposing the permanent adoption, amendment or repeal of regulations pertaining to Chapter 284 of the Nevada Administrative Code.

A workshop has been set for 9:00 a.m. on November 6, 2003, at the Department of Transportation, 1263 S. Stewart Street, Room 302, Carson City, Nevada and via videoconference at the Department of Transportation, District I Office, 123 E. Washington Avenue, Training Room B, Las Vegas, Nevada.

REGULATIONS PROPOSED FOR PERMANENT ADOPTION

"Year" defined

File No. R096-03 Determining seniority for the purposes of layoff.

"Dating relationship" defined

"Employee" defined

"Permanent employee" defined

"Promotion" defined

"Reappointment" defined

"Underfill" defined

Progression date; restoration of date of appointment and pay progression date

Credit for service under certain circumstances

Compensation for dangerous duty

Determining type of recruitment

Determining practicability of limiting consideration to persons eligible for promotion.

Competitive examinations

Requirements for selection of assessor of center for assessment

Investigations of applicants

Limitation of competition in recruitment

Released time for examination

Period for filing application

Continuous recruitment

Notice of recruitment

NAC REGULATION

NEW SECTION

NEW SECTION

284.0533

284.062

284.076

284.088

284.093

284.110

284.182

284.196

284.208

284.295

284.297

284.298

284.300

284.302

284.318

284.322

284.326

284.330

284.334

REGULATIONS PROPOSED FOR PERMANENT ADOPTION**NAC REGULATION**

Minimum passing scores; computation of final scores	284.338
Retaking examinations	284.340
Veterans' preferences	284.342
Review of examination	284.346
Correction of error in rating, scoring or computing results	284.350
Certification of Lists	284.360
Lists of persons with disabilities who are eligible for temporary limited appointments	284.364
Integration of subsequent list; material change in required requirements	284.370
Active lists: Removal of reactivation of names; refusal to consider certain persons	284.374
Appointing authority prohibited from appointing related persons under certain circumstances; exceptions	284.375
Use of lists and consideration of eligible persons	284.378
Use of promotional list after initial recruitment; combining open and promotional lists; establishment of list from open competitive list; use of list in which order changed	284.379
Correction of error in certification	284.380
Inquiry of availability	284.382
Reports of appointments	284.383
Reinstatement of a former permanent employee	284.386
Transfers: Generally	284.390
Appeal of involuntary transfer	284.394
Transfers to classified service; certain transfers to unclassified service	284.398
Acceptance of a new appointment notice to current appointing authority	284.400
Voluntary demotions	284.402
Reappointment	284.404
Provisional appointments	284.406
Emergency appointments	284.410
Seasonal positions	284.434
Intermittent positions	284.436
Underfilling of positions	284.437
Time not counted toward completion of probationary period	284.448
Training of supervisory employee	284.498
Administrative leave with pay	284.589
Separation for physical, mental or emotional disorder	284.611
Confidential records	284.718
Retention of records	284.730

REPEALED REGULATIONS

"Promotional appointee" defined	284.090
Recruitment: Agency's responsibilities	284.296
Examinations administered by center for assessment	284.299
Age limits; proof of age	284.306
Applications	284.310
Employee responsible for applying for recruitment	284.320
Consideration of examination of person with disability	284.354
Effect of filing of grievance	284.355
Types of lists	284.358
Order of names on ranked list; ties	284.362

REPEALED REGULATIONS

Certification of list of unranked applicants or waiver of list	284.363
Probationary and permanent appointments	284.384
Reemployment	284.385
Trial periods	284.443
Training of managerial employees	284.502

A copy of all materials relating to the proposed regulations is included with this announcement. Additional copies may be obtained at the workshop or by contacting the Department of Personnel offices at 209 East Musser Street, Room 300, Carson City, Nevada, telephone number (775) 684-0119, or 555 East Washington Avenue, Suite 1400, Las Vegas, Nevada, telephone number (702) 486-2900. A reasonable fee for copying may be charged.

Hearing Notice: The Personnel Commission will hold a public hearing at 9:00 a.m. **on December 19, 2003**, in Las Vegas at the Grant Sawyer Building, 555 East Washington Avenue, Room 4412. A videoconference link will also be available at the Legislative Building, 401 South Carson Street, Room 4100, Carson City, Nevada. The purpose of the hearing is to receive comments from all interested persons regarding the adoption, amendment, and repeal of permanent regulations. If no person, who is directly affected by the proposed action, appears to request time to make an oral presentation, the Personnel Commission may proceed immediately to act upon any written submissions.

These regulations do not have a direct economic effect on any business or the public.

Enforcement of these regulations should not result in any increased cost.

- To our knowledge, these regulations do not overlap or duplicate the regulations of other State or local governmental agencies.
- These regulations do not establish any new fee or increase an existing fee.
- A statement of the need for and the purpose of the proposed regulations precede the text of each regulation included in the attached document.

Persons wishing to comment upon the proposed action of the Personnel Commission may appear at the scheduled public hearing or may address their comments, data, views or arguments, in written form, to Shelley Blotter, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204. **Written submissions must be received by the Department of Personnel on or before November 26, 2003.**

A copy of this notice and the regulations to be adopted, amended, or repealed will be on file at the State Library and Archives, 100 Stewart Street, Carson City, Nevada for inspection by members of the public during business hours. Additional copies of the notice and the regulations to be adopted, amended, or repealed will be available at the Department of Personnel, 209 East Musser Street, Room 300, Carson City, Nevada, or at the Department of Personnel, 555 East Washington Avenue, Las Vegas, Nevada, and in all counties in which an office of the agency is not maintained, at the main public library, for inspection and copying by members of the public during business hours. The text of each regulation will include the entire text of any section of the Nevada Administrative Code that is proposed for adoption, amendment, or repeal. Copies will also be mailed to members of the public upon request. A reasonable fee may be charged for copies if it is deemed necessary.

Upon adoption of any regulation, the agency, if requested to do so by an interested person, either prior to adoption or within 30 days thereafter, will issue a concise statement of the principle reasons for and against its adoption and incorporate therein its reason for overruling the consideration urged against its adoption.

The notice of the Workshop and Hearing has been posted at the following locations

CARSON CITY

Blasdel Building, 209 East Musser Street
Nevada State Library and Archives, 100 Stewart St.
Capitol Building, Main Floor
Legislative Building, 401 South Carson Street
NDOT, Room 302, 1263 South Stewart Street

LAS VEGAS

Grant Sawyer State Office Building
555 East Washington Avenue

NDOT, Training Room B, 123 E. Washington Ave.

ALL STATE AGENCIES

ALL NEVADA COUNTY PUBLIC LIBRARIES

NOTE: *We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Department of Personnel, in writing, at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110, no later than five working days prior to the meeting.*
